State Association Website User Manual

(For Website Administrators)

BASICS

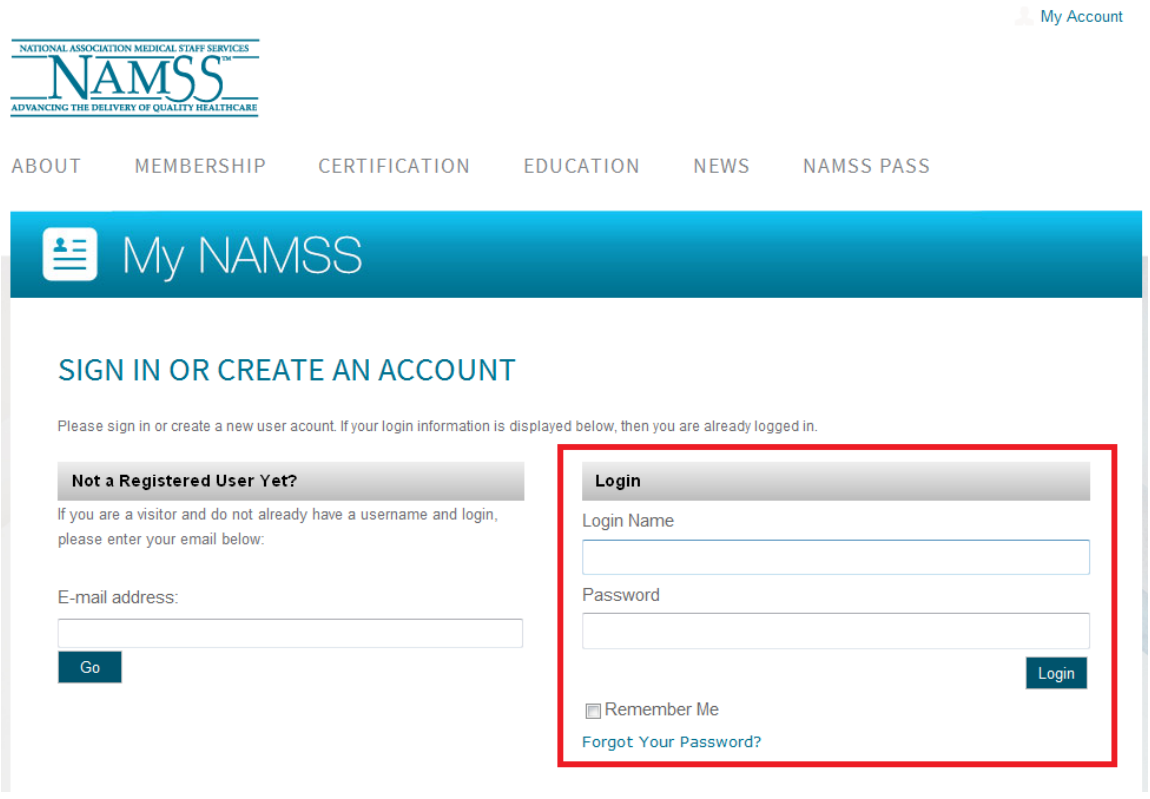
There have been some basic changes to the layout of the new NAMSS website. Three major changes have occurred:

1. Login Process
2. User Profile Location
3. State Association Information Location
4. NAMSS PASS

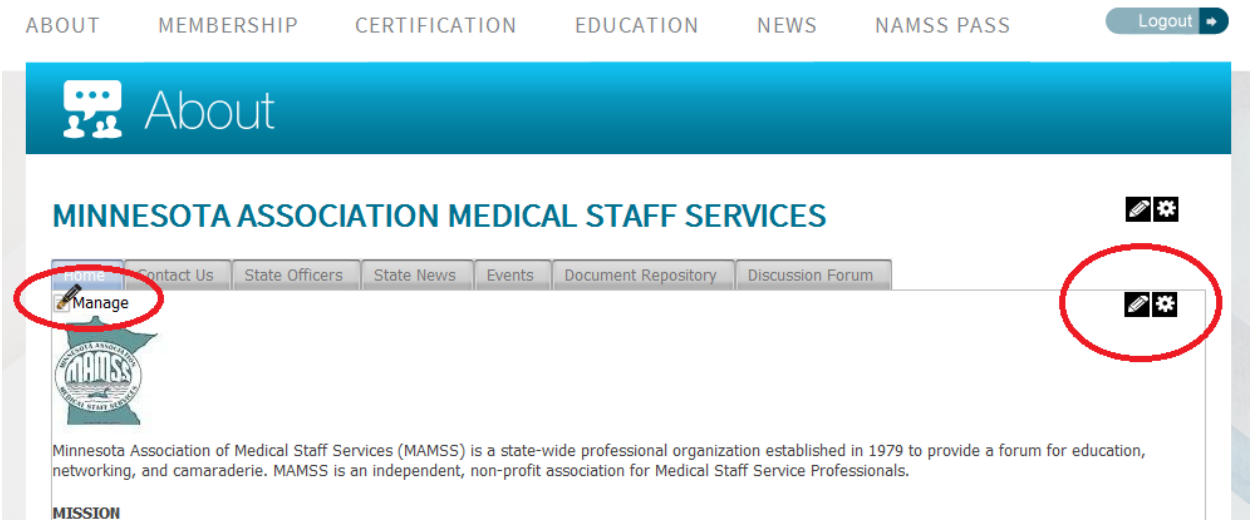
In the first section of this manual we'll address the four aforementioned basics and also provide some essentials on how to get set up with editing abilities.

Login

A login button now exists in the upper right-hand side of the website. Clicking the "Login" button will direct you to a screen that allows you to enter your username and password. After entering your username and password, the site will let you know you have successfully logged in by displaying a button that says "Logout", indicating you are logged in.

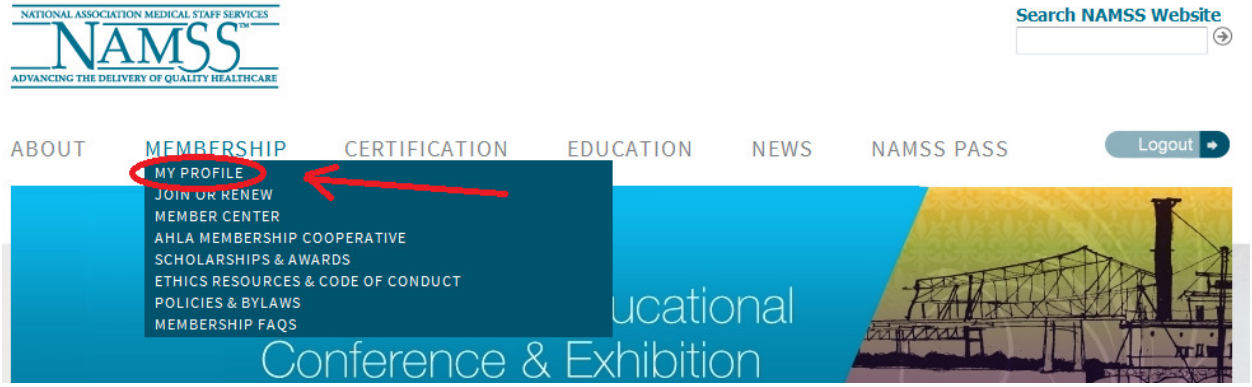


State Admins will notice editing buttons when viewing their state's website. If the user/administrator does not see editing buttons, please contact the NAMSS Executive Office at info@namss.org.



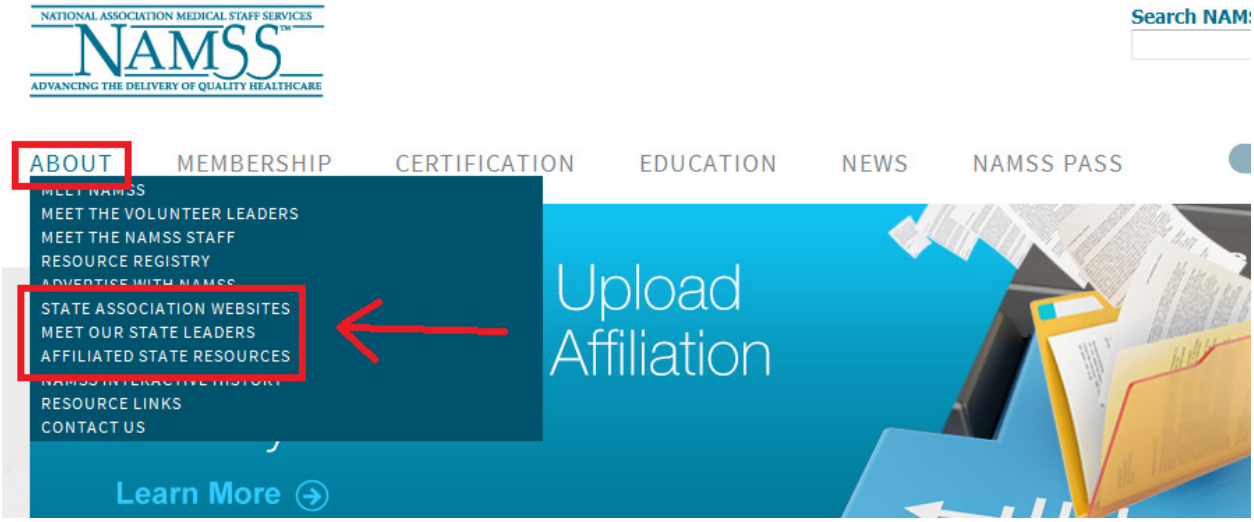
User Profile Location

The User Profile link for all users (administrators, members, non-members, etc.) can be found in the drop-down navigation menu under the main "Membership" tab item. You can use this interface for things like updating your contact information and changing your password:



State Association Information

All State Association information and resources live under the "About" main menu tab. The State Association website map which allows users to navigate to their state's website, resources for Affiliated states, and a listing of all State Association President and President-Elects can be found in the drop-down navigation menu, or by using the Quick Links on the content page:



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Meet the NAMSS Staff
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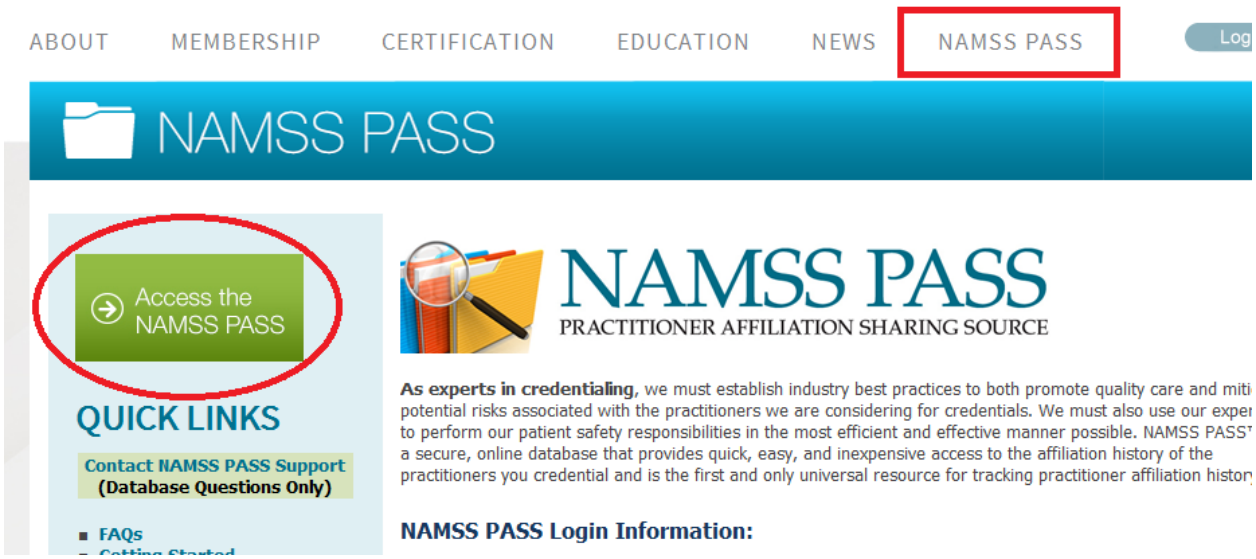
Meet Our State Leaders
State Websites
State Association Resources
History
Credentialing Resource Links
ABOUT NAMSS
The National Association Medical Staff Services (NAMSS) is celebrating more than 30 years of enhanci
professional development of and recognition for professionals in the medical staff and credentialing services
NAMSS' vision is to advance a healthcare environment that maximizes the patient experience through the deli
quality services. The NAMSS membership includes more than 5,000 medical staff and credentialing s
professionals from medical group practices, hospitals, managed care organizations, and CVOs.
View an Online Tutorial Video that Helps You Navigate the New NAMSS.org
About Medical Services Professionals
Medical services professionals (MSPs) are an essential part of any healthcare organization. MSPs are pr
accountable for the administrative and medical-legal structure of the medical staff organization.
Some of the most important responsibilities of MSPs are:

NAMSS PASS

To access NAMSS PASS, a user ***must*** be logged in. Once logged in, click on the NAMSS PASS main menu tab and a green button will be seen in the upper left:


ABOUT
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NAMSS PASS
Access the NAMSS PASS
QUICK LINKS
Contact NAMSS PASS Support (Database Questions Only)
FAQs
NAMSS PASS
PRACTITIONER AFFILIATION SHARING SOURCE
As experts in credentialing, we must establish industry best practices to both promote quality care and miti
potential risks associated with the practitioners we are considering for credentials. We must also use our exper
to perform our patient safety responsibilities in the most efficient and effective manner possible. NAMSS PASS
a secure, online database that provides quick, easy, and inexpensive access to the affiliation history of the
practitioners you credential and is the first and only universal resource for tracking practitioner affiliation histor
NAMSS PASS Login Information:

Getting Started with Your State

To get started, you will need the NAMSS Executive Office to grant you editing rights on your NAMSS profile. If you already have a NAMSS profile (either as a member or a non-member) you will use the same profile to log in and edit. If you don't believe that you have ever had a NAMSS profile or never logged into the NAMSS website, navigate to the following page URL:

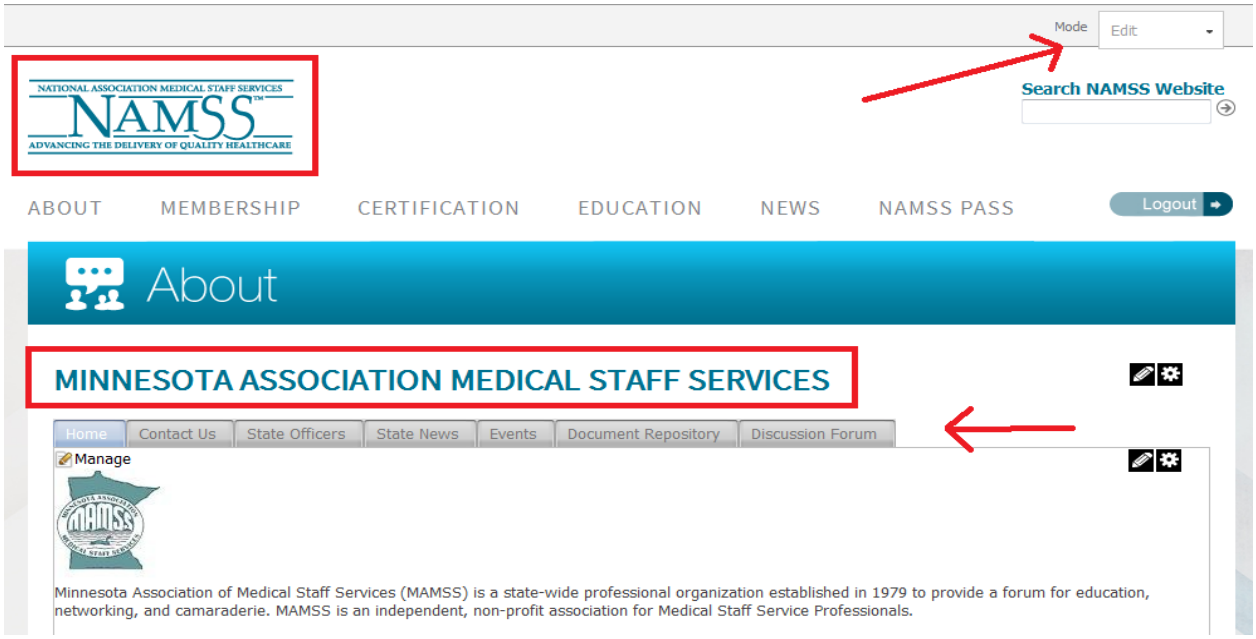
https://members.namss.org/eweb/DynamicPage.aspx?Site=NAMSS&WebCode=Verify

This link will check the system for a pre-existing user profile based off of your email address. We strongly suggest opening this page in several browser tabs and entering both work and personal email addresses. You do not want to end up with duplicate user accounts. The system will check for a duplicate and then allow you to either continue using a pre-existing account or create a new non-member account.

If you would like to both create a user profile and join as a member with NAMSS, follow this link: https://members.namss.org/eweb/DynamicPage.aspx?Site=NAMSS&WebKey=66e4c35d-b367-46a2-ab7d-961c089ec838

Once you have a working profile, log in and navigate to the State Association Website map page and click on your state: http://www.namss.org/About/StateAssociationWebsites.aspx.

Your site will look like this:



IMPORTANT: This user manual is only intended for State Associations with NAMSS-hosted websites. If you do ***not*** see the NAMSS logo at the top, your site is not NAMSS-hosted and this manual will not be helpful. Please contact the Executive Office with any other questions.

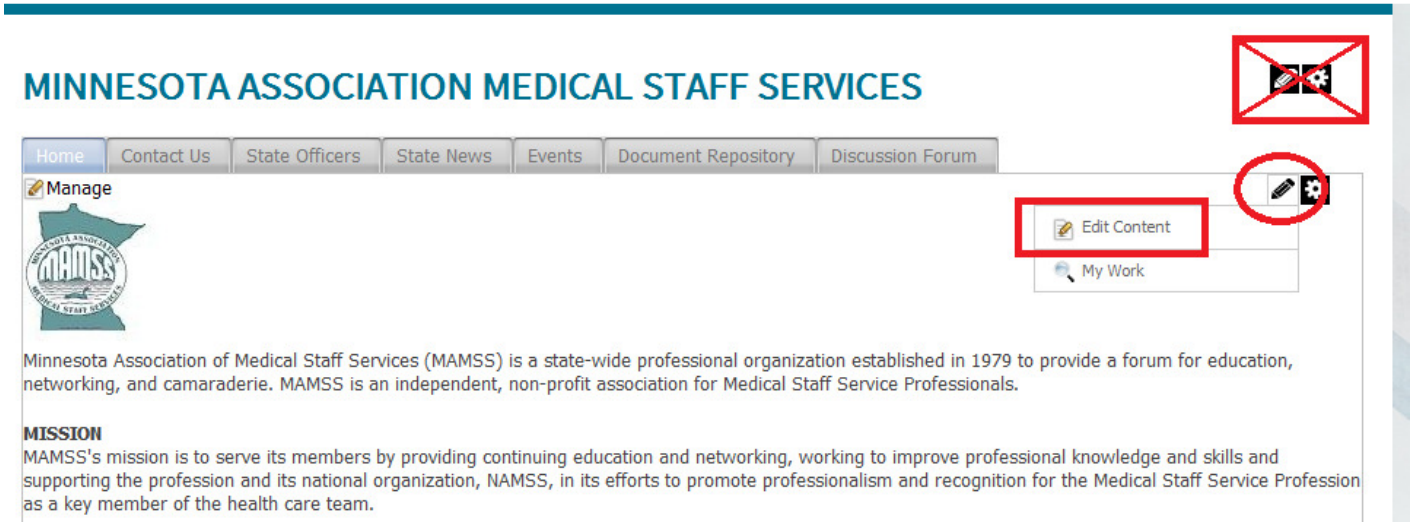
CONTENT MODULES & EDITING OVERVIEW

NAMSS State Websites contain “content modules” that hold your information. There are primarily four different modules you will have contained in your website tabs:

1. HTML / Content Module
2. Links Module
3. Event Calendar Module
4. Discussion Forum Module

EDITING HTML / CONTENT MODULE

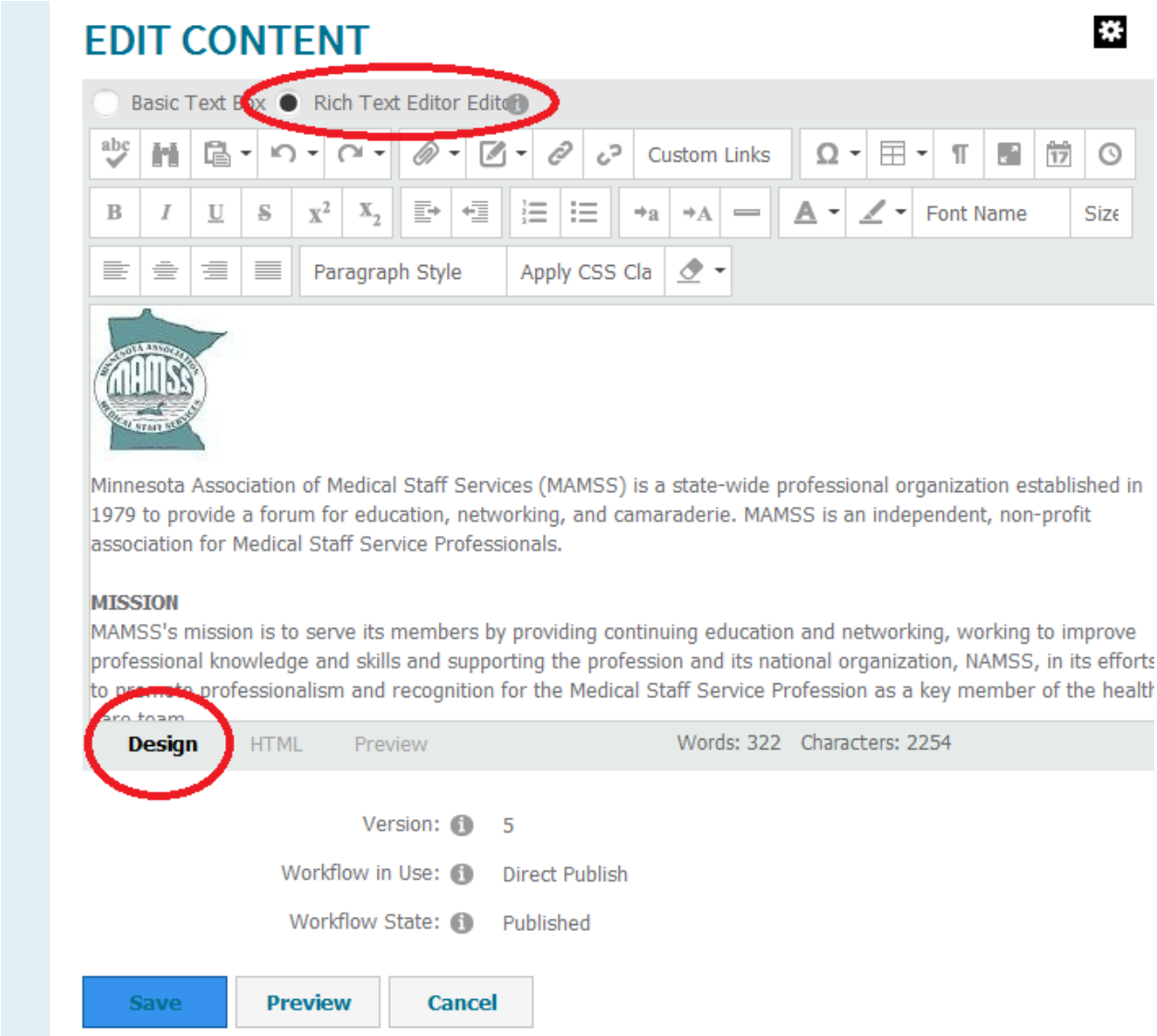
The vast majority of the content your state has posted online is more than likely in an HTML/Content Module. HTML/Content Modules are much like Word documents – They are pages that you enter text, images, and hyperlinks into. In order to start adding language and content to your website, navigate to one of your tabs that have a content module. You will know that a module is an HTML/Content Module because it will be text-heavy and the edit menu will have two options: "Edit Content" and "My Work". To view the editing options menu, find the "Editing" button and roll your mouse over it to bring up the menu. The Editing button looks like a pencil and is oriented in the upper right of the tab. **Important** – You will see another set of editing buttons above the tabs. When you roll your mouse over the pencil icon it will say "Edit Tabs". This is NOT the editing menu you want:


MINNESOTA ASSOCIATION MEDICAL STAFF SERVICES
Home
Contact Us
State Officers
State News
Events
Document Repository
Discussion Forum
Manage
Edit Content
My Work
Minnesota Association of Medical Staff Services (MAMSS) is a state-wide professional organization established in 1979 to provide a forum for education, networking, and camaraderie. MAMSS is an independent, non-profit association for Medical Staff Service Professionals.
MISSION
MAMSS's mission is to serve its members by providing continuing education and networking, working to improve professional knowledge and skills and supporting the profession and its national organization, NAMSS, in its efforts to promote professionalism and recognition for the Medical Staff Service Profession as a key member of the health care team.

A) Adding Basic Text

To begin editing, click the "Edit Content" menu option and you will be redirected into the editing interface. It will look a lot like a Word document with the various editing buttons for formatting and font that you're used to. However, fonts are pre-set so you will have a limited number of fonts to select from and sizing the fonts will need to be done on a "small, medium, large, etc." scale.

Also, you will want the settings set to "Rich Text Editor" and "Design" to view the editing module in "wysiwyg" view – this stands for "What You See Is What You Get":


EDIT CONTENT
Basic Text Box
Rich Text Editor Editor
Custom Links
Font Name
Size
Paragraph Style
Apply CSS Cla
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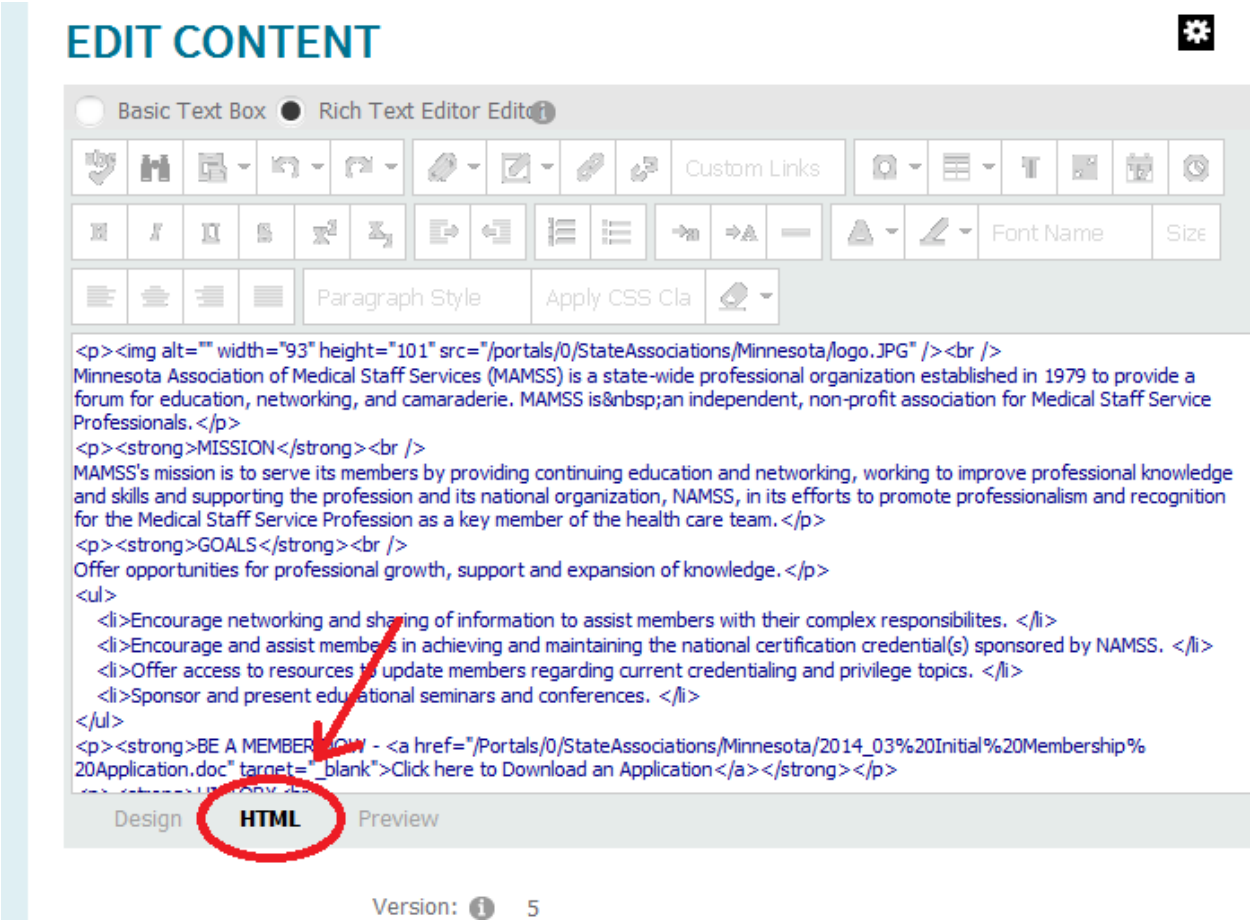
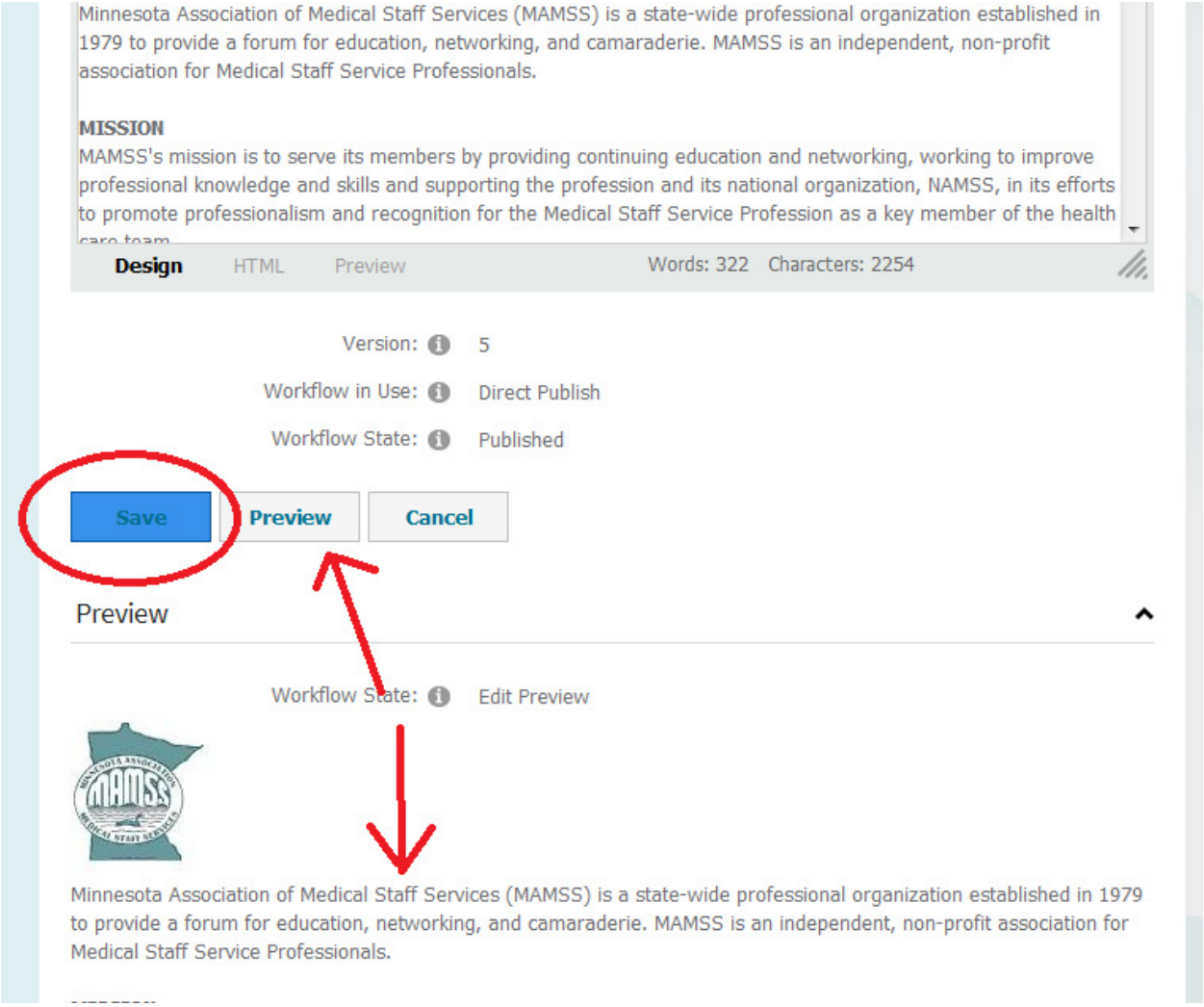
Design
HTML
Preview
Words: 322
Characters: 2254
Version: 5
Workflow in Use: Direct Publish
Workflow State: Published
Save
Preview
Cancel

However, if you do have HTML editing software like Dreamweaver or an HTML editing program, you may do all of your formatting in that program and copy and paste the raw HTML code into the “HTML” view screen:



***Best-Practice Tip**: As this manual mentions, the interface is much like Microsoft Word. However there is a best practice procedure if you are putting your content together in a word document and copying/pasting onto the website. If you are getting your content ready in Word, we recommend only using it to develop and correct text. Once your document is ready, copy and paste the text from Word into Microsoft Notepad – this will remove the formatting such as different fonts, colors, sizes, etc. Finally, copy the clean Notepad text and paste it onto the website. Then perform all of your formatting in the website's interface; Fonts, colors, adding images, etc.

Don't forget to always click "Save" when you're happy with your work. Once you click "Save" your work is being published onto your user-facing website in real time. Clicking "Preview" will allow you to see a preview of what will be published below before clicking "Save":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Workflow in Use: Direct Publish
Workflow State: Published
Save
Preview
Cancel
Preview
Workflow State: Edit Preview
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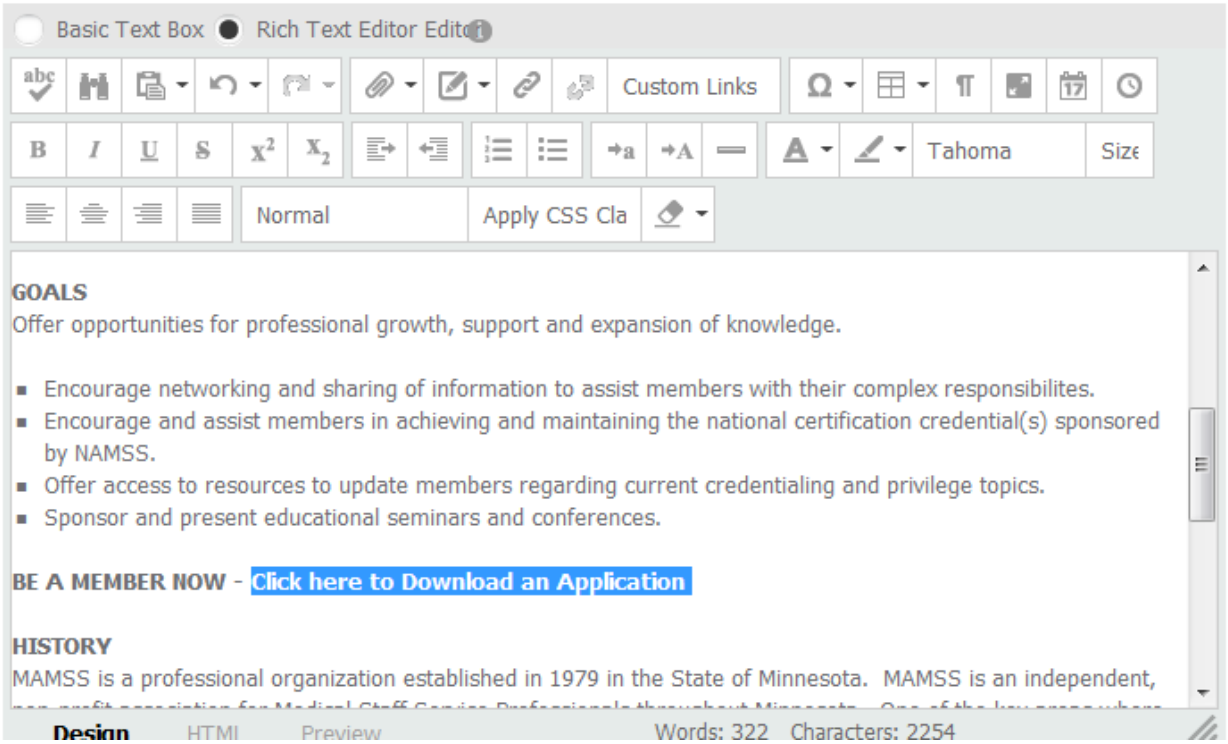
B) Hyperlinking Text

Hyperlingking text is when you highlight a piece of text in the content module and add a link that, when published, a user can click to open or direct to something. You can hyperlink to a file (.doc, .xls, .ppt, .pdf, etc.), an image, or another website URL.

This is an example of a hyperlink.

To add a hyperlink in your text, follow these steps:

1. Highlight the text you want someone to click in order to open something. Text that you will be highlighting is commonly similar to “Click Here to Open the Membership Application”.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GOALS
Offer opportunities for professional growth, support and expansion of knowledge.
Encourage networking and sharing of information to assist members with their complex responsibilites.
Encourage and assist members in achieving and maintaining the national certification credential(s) sponsored by NAMSS.
Offer access to resources to update members regarding current credentialing and privilege topics.
Sponsor and present educational seminars and conferences.
BE A MEMBER NOW - Click here to Download an Application
HISTORY
MAMSS is a professional organization established in 1979 in the State of Minnesota. MAMSS is an independent,
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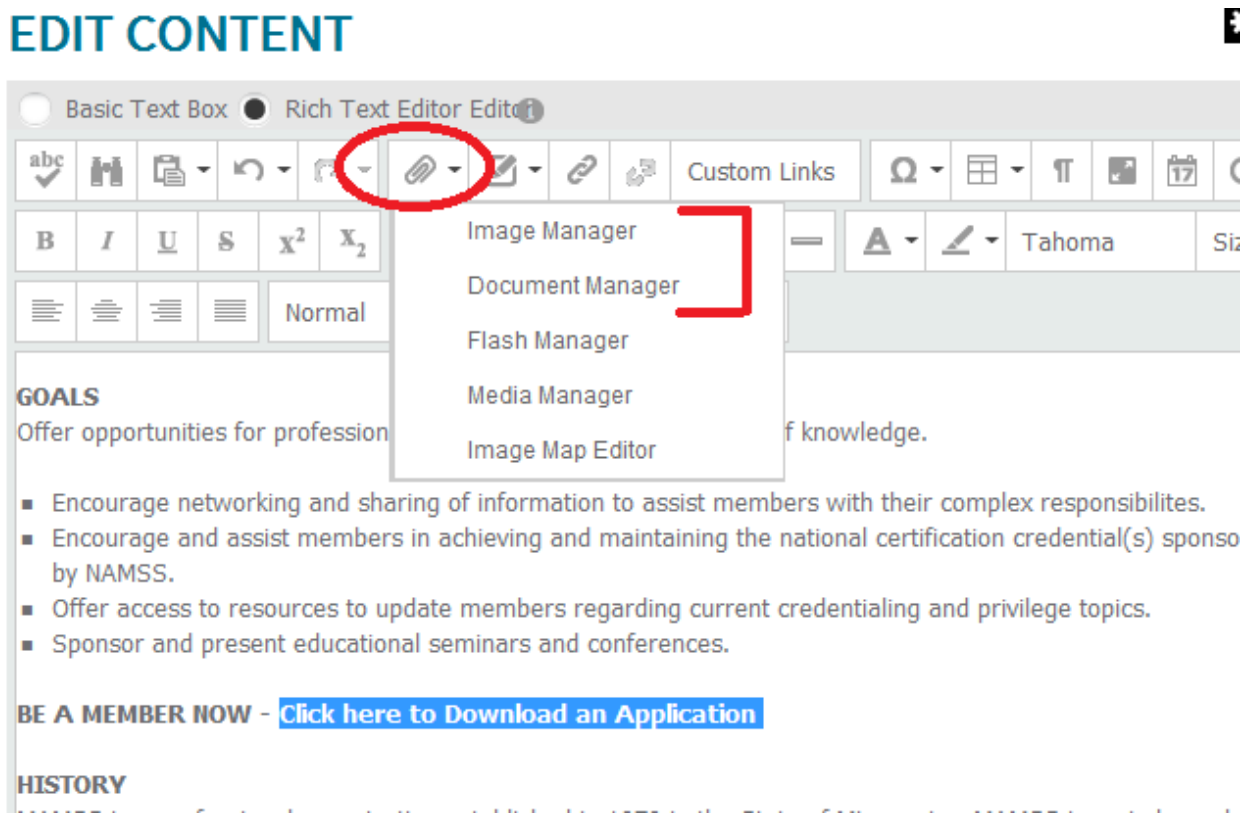
2. If you want to hyperlink to a **file**, **like a form or application**, click the Insert Media icon at the top which looks like a paperclip. If you click the ▼ next to the paperclip, a menu will appear that will allow you to select which kind of file you want to link to. More than likely, you'll be selecting a "Document":


EDIT CONTENT
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Media Manager
Image Map Editor
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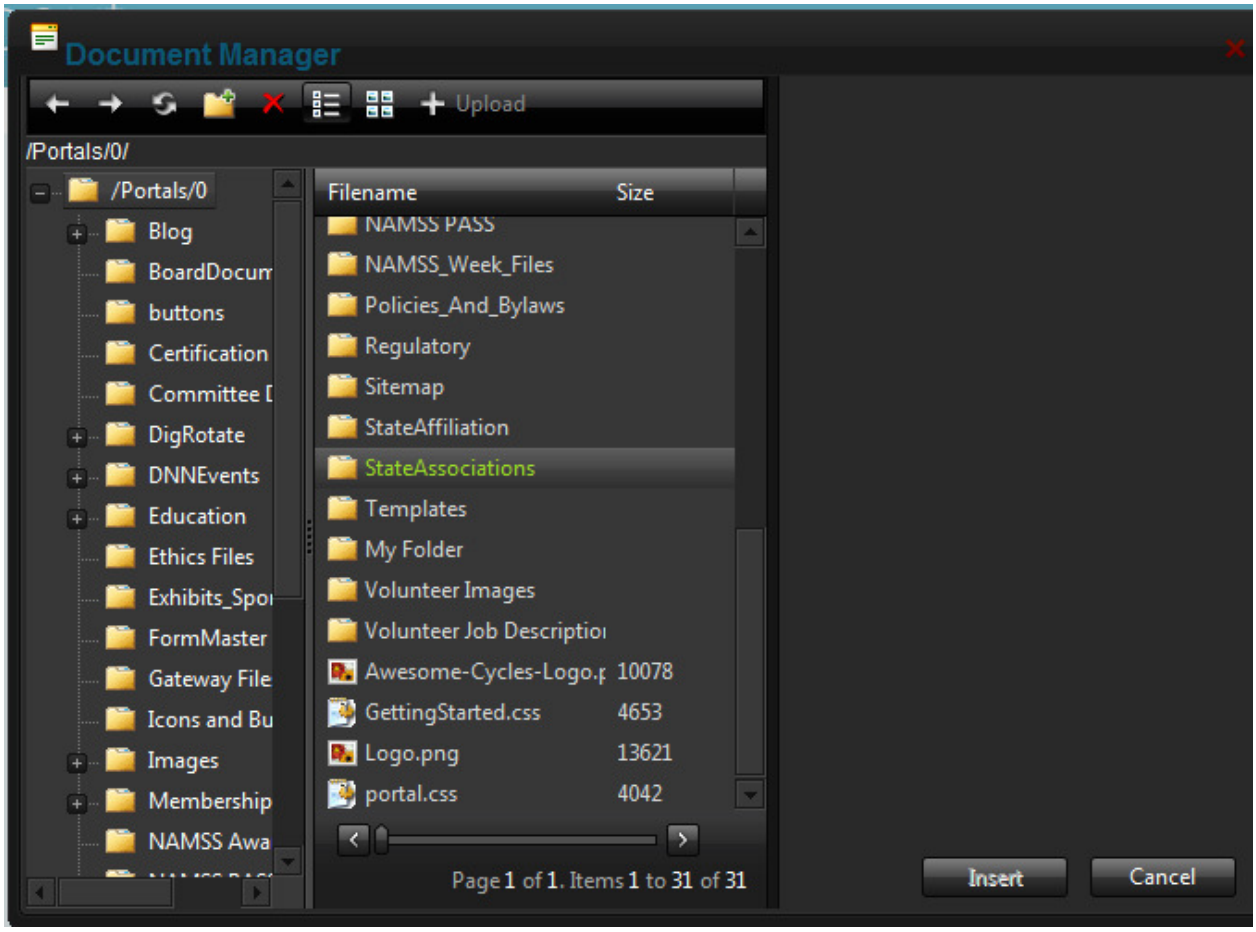
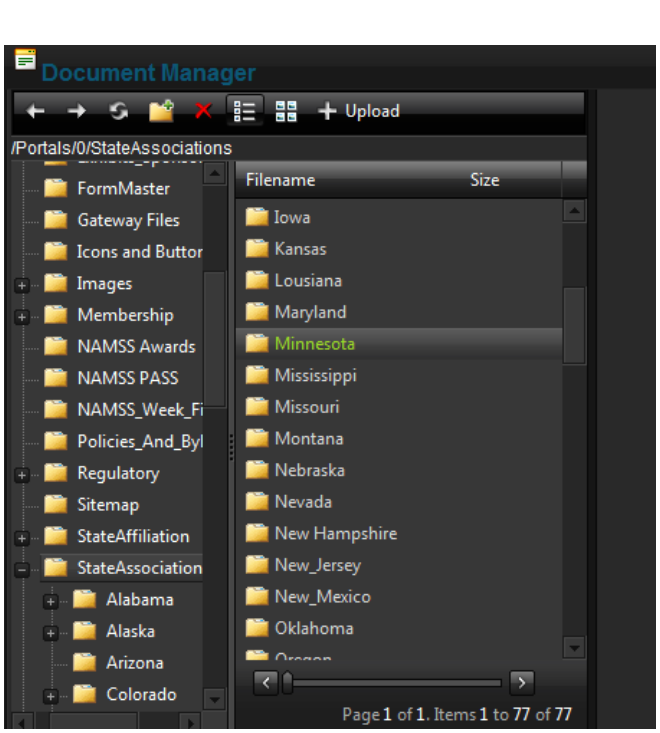
BE A MEMBER NOW - Click here to Download an Application
HISTORY

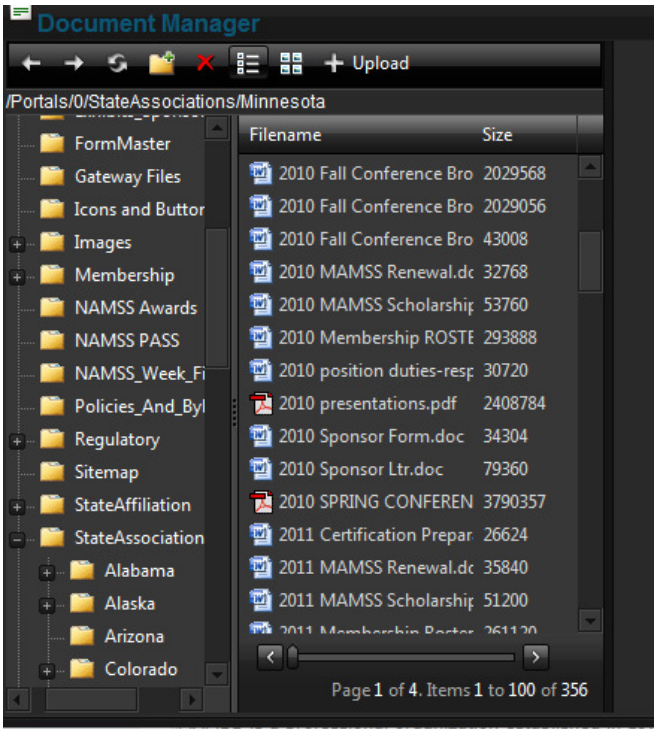
3. Once you select which type of media you're linking to, you'll see a new interface which will allow you to select a pre-uploaded file from your State's server file folder, or upload a new file to that folder and link to it.

   ***Best-Practice Tip**: NAMSS recommends that, previous to linking to, or selecting files, you email them to a staff member to upload for you. The Staff member will place the file in your folder which will be *State Associations/ "Your State"* and you can select it. NAMSS recommends this to ensure your file is properly uploaded in the correct folder and does not overwrite another file in another location. NAMSS also recommends that you name your files in the following manner: "FileName_YourState". For example: "2014 Membership Application_Minnesota". This will ensure no two files exist in the server that could overwrite one another.

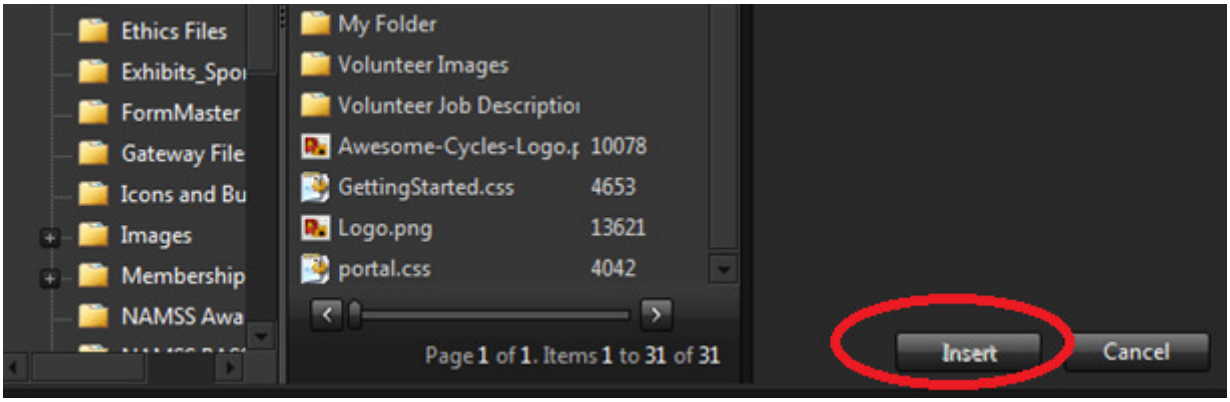
   To select a file that is already in your folder, find and click on your state folder. It will live as a sub-folder under "State Associations", then click your state name and you'll see all of the files listed:







4. Click “Insert” to insert the file path into the highlighted text on your site.

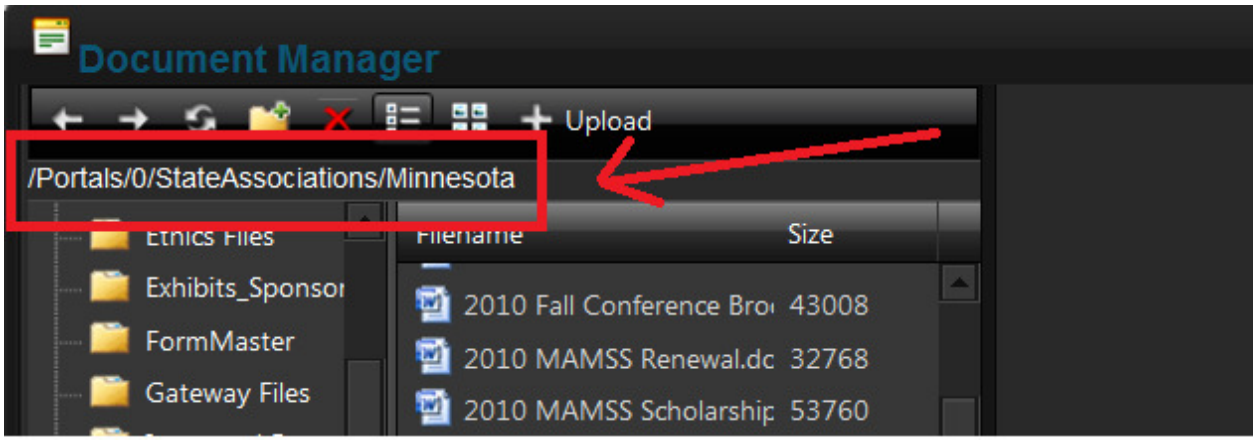


Don’t forget to click “Save”

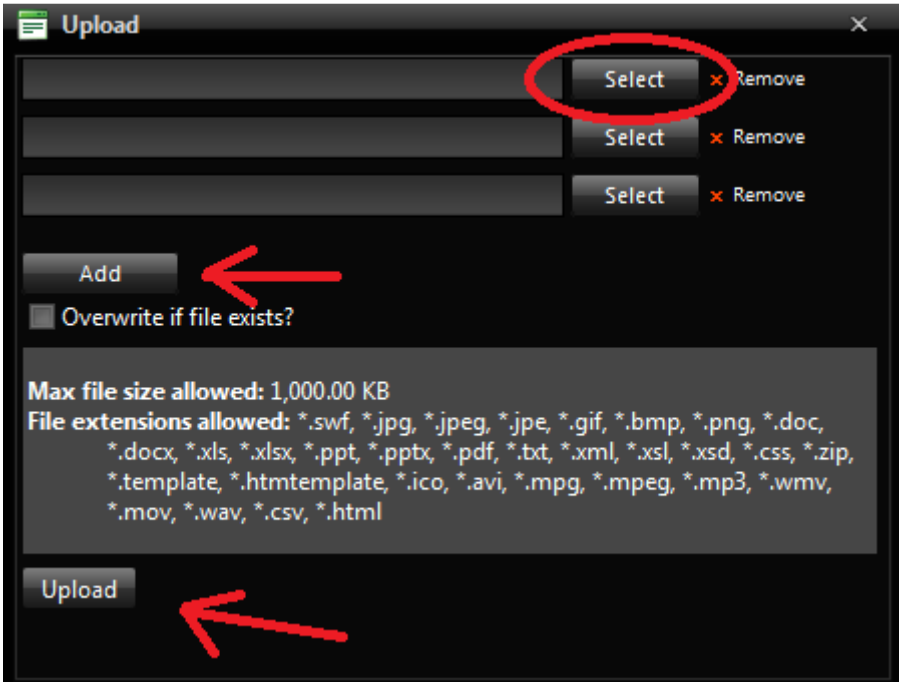
B-1) Uploading Files

To upload a file that doesn’t exist in your folder yet, you can upload from this same interface:

1. **IMPORTANT!** You **MUST** first navigate to your file folder. Follow the same instructions: Click the “State Associations” folder, then click Your State folder and you’ll be viewing all of your files. **Tip:** You can tell you’re in your folder by looking at the file path in the upper left of the black window:



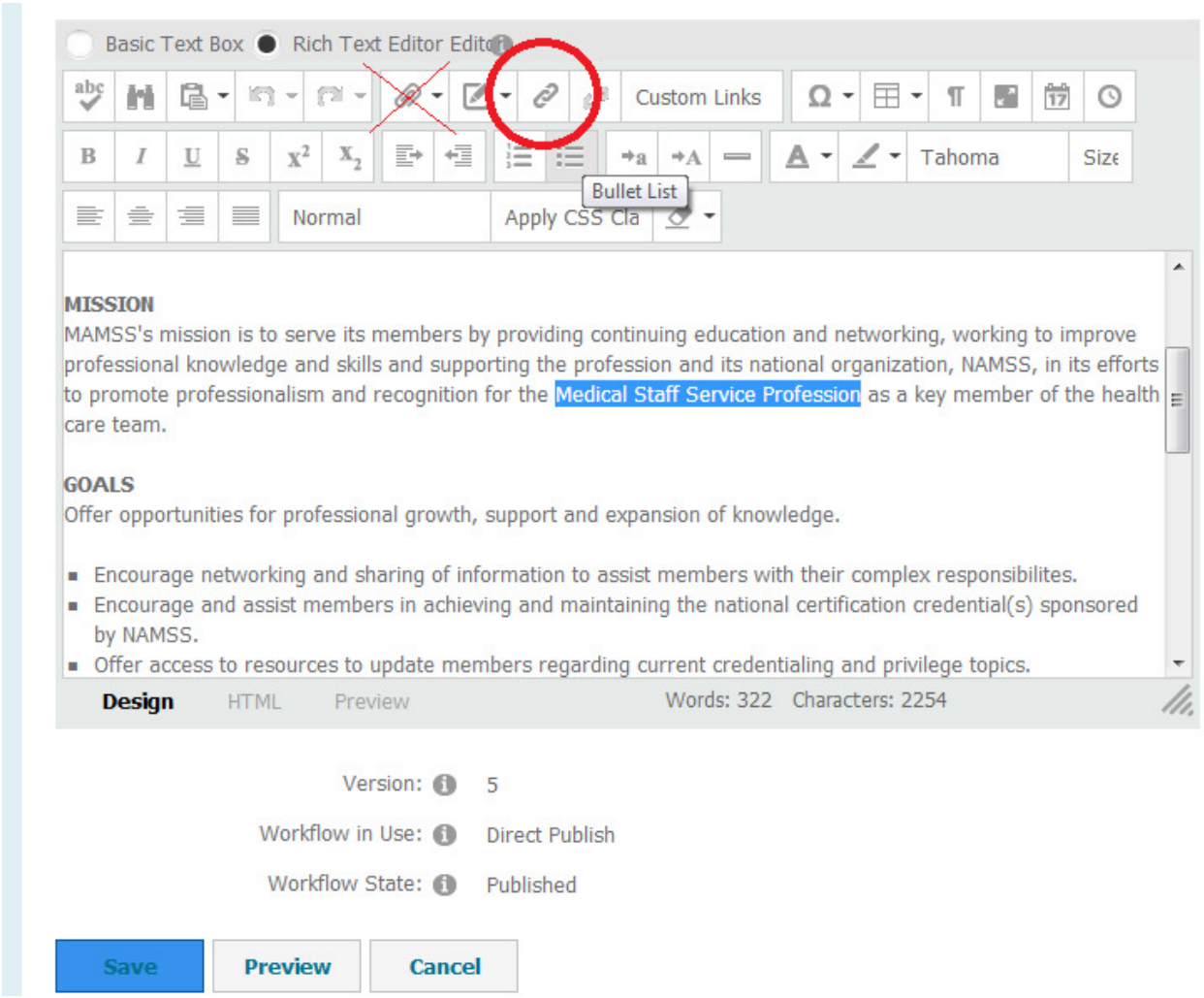
2. Then, click the Upload button at the top of the black window. You'll see several lines to select multiple files at once if you want to. Click "Add" if you have more than three files to upload at once. To add files to upload, click the "Select" button for each line – one file per line – and find the file you want to upload on your computer's drive:


Upload
Select
Remove
Select
Remove
Select
Remove
Add
Overwrite if file exists?
Max file size allowed: 1,000.00 KB
File extensions allowed: *.swf, *.jpg, *.jpeg, *.jpe, *.gif, *.bmp, *.png, *.doc, *.docx, *.xls, *.xlsx, *.ppt, *.pptx, *.pdf, *.txt, *.xml, *.xsl, *.xsd, *.css, *.zip, *.template, *.htmtemplate, *.ico, *.avi, *.mpg, *.mpeg, *.mp3, *.wmv, *.mov, *.wav, *.csv, *.html
Upload

3. Click Upload.

If you want to link to **another website**, simply follow these similar directions:

1. Highlight the text in the editing pane that you want people to click to direct to another site. Common text would resemble, "Click here to visit the _ (State) _ Department of Health Website"
2. Instead of clicking the paperclip icon for media, simply click the Hyperlink Manager icon at the top. It will look like a chain link: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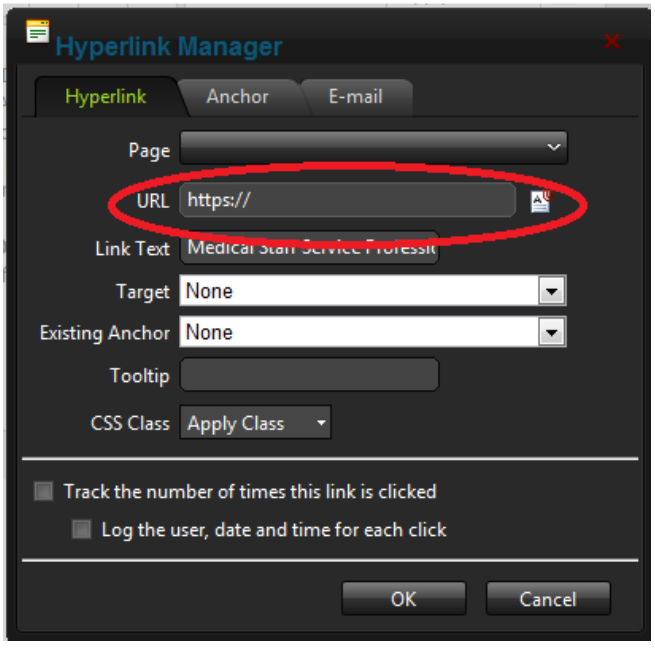
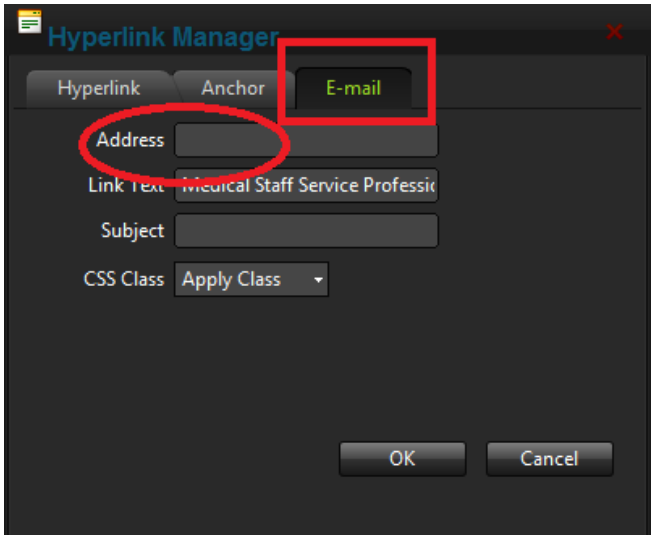
Encourage networking and sharing of information to assist members with their complex responsibilites.
Encourage and assist members in achieving and maintaining the national certification credential(s) sponsored by NAMSS.
Offer access to resources to update members regarding current credentialing and privilege topics.
Design
HTML
Preview
Words: 322
Characters: 2254
Version: 5
Workflow in Use: Direct Publish
Workflow State: Published
Save
Preview
Cancel

3. Enter the website URL you want linked and click OK. You can also use this interface to link to an email address:

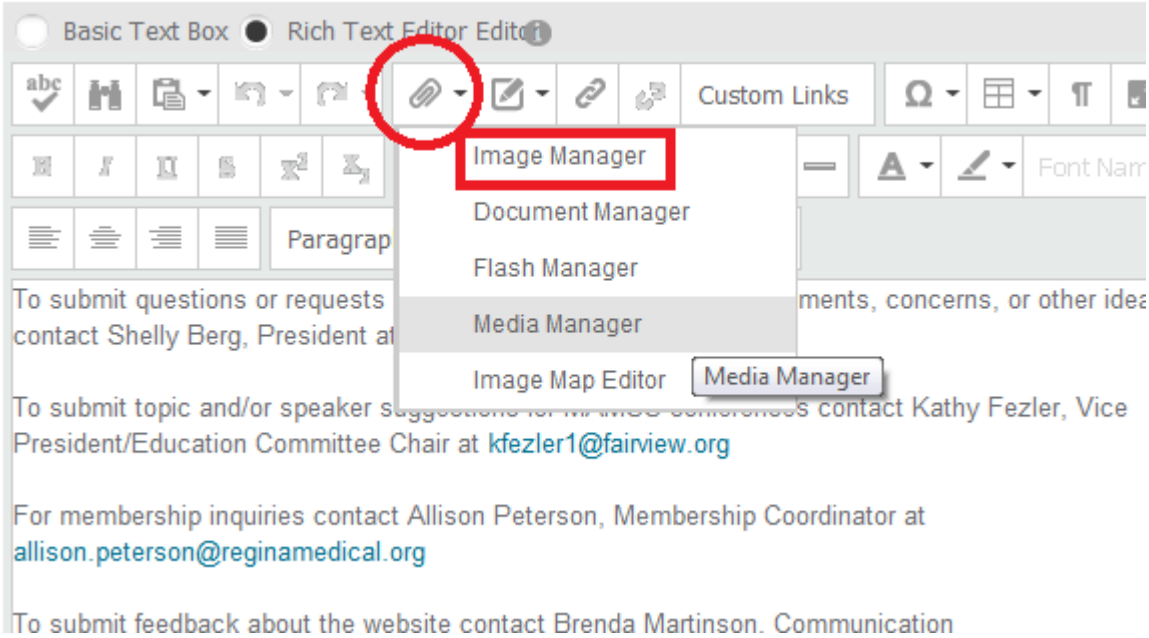




C) Inserting an Image

States often like to post photos. In order to do so, follow similar instructions as finding a file to link to:

1. Click your curser in the content editing pane wherever you want to insert your photo
2. Click the ▼ next to the media icon (paperclip) and select "Image Manager"



3. The file selection interface will look very similar to that when you select a file to hyperlink. The difference is that the interface will show you the image you're selecting. Again, navigate to your state folder. After you navigate to your state folder, you can pick the image you want to insert. You can also upload a photo into your state folder **after** you navigate to it.

4. Select the photo and click “Insert”. We recommend high-resolution photos that are no more than 350 pixels wide.

LINKS MODULE

Many State Websites have a tab called “Document Repository” or “Resource Links.” This module is very simple to use and edit. The uses for this module vary, but many states use them to post bylaws and policies, applications and forms, registration brochures and meeting minutes, or links to other useful websites. Again, you may enter a list of links that, when clicked, opens a file, opens an image, or directs to another website.

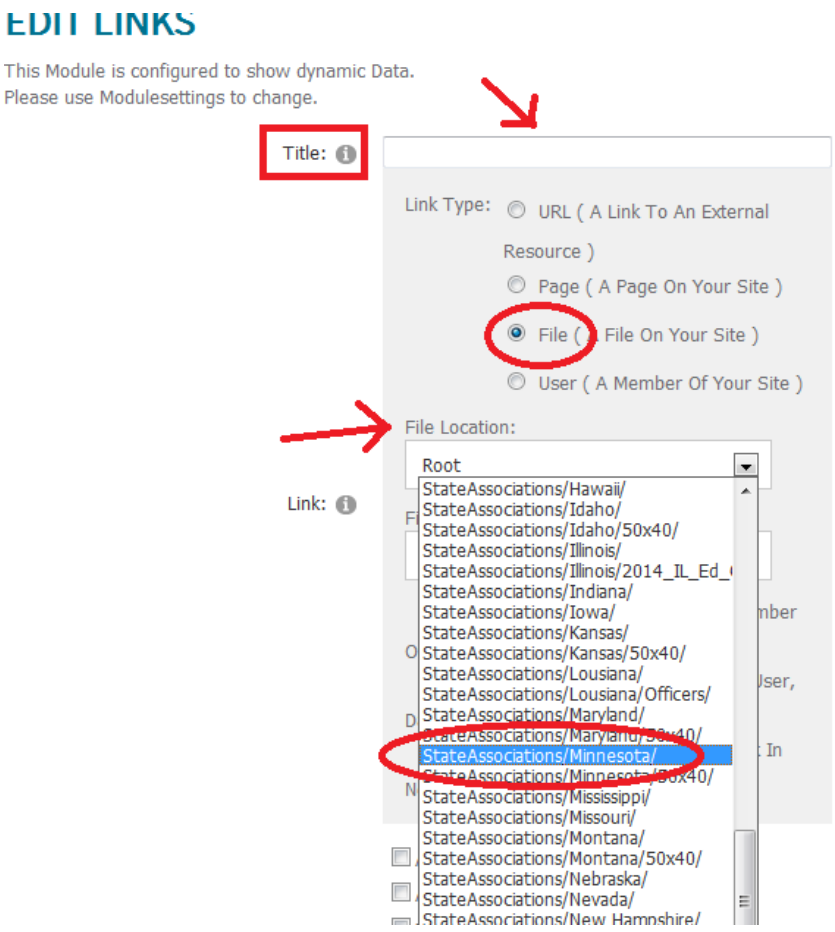
A) Creating a Link

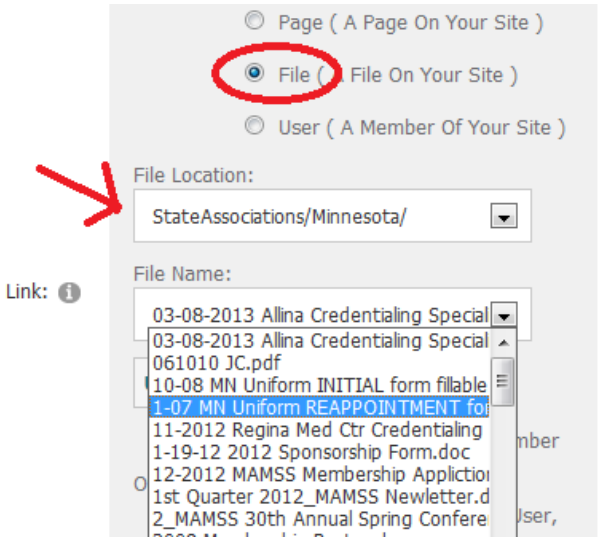
Follow these instructions to create a link that opens to a **file** when clicked:

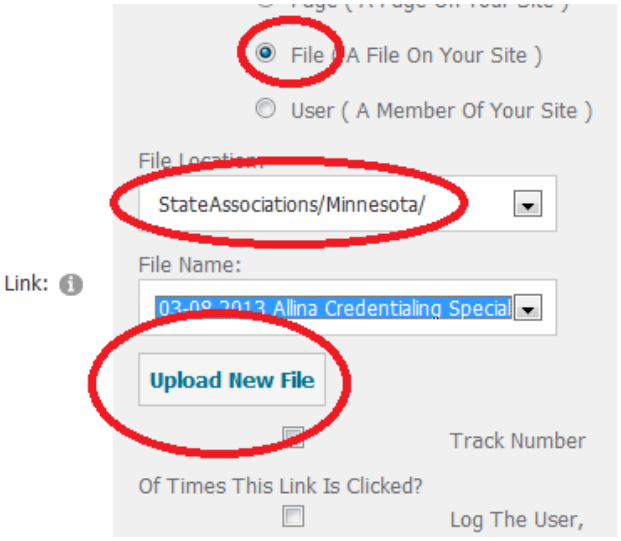
1. Click the Editing pencil icon and select “Add Link”
2. You’ll need to give the link a name. An example of a link name would be “State Association Bylaws” if you were to select the Bylaws file to open.
3. To choose to link to a file, click the “File” selection bubble. Two drop down menus will appear.
    a. In the first “File Location” drop-down menu, find your state’s file folder. It will be called “*State Associations/Your State*”. Let the site refresh
    b. The second “File Name” drop-down menu, find the file you want to link to
4. Click “Update” at the bottom.

You may also select the order that the file is displayed in by using the View Order at the bottom.

File Upload: In order to upload a file, follow Step 2 and 3-A above. After you have proerly selected your state file folder, an “Upload New File” button will appear, ensuring that you are uploading the file to the right folder.




Page (A Page On Your Site)
File (A File On Your Site)
User (A Member Of Your Site)
File Location:
StateAssociations/Minnesota/
Link:
File Name:
03-08-2013 Allina Credentialing Special
03-08-2013 Allina Credentialing Special
061010 JC.pdf
10-08 MN Uniform INITIAL form fillable
1-07 MN Uniform REAPPOINTMENT for
11-2012 Regina Med Ctr Credentialing
1-19-12 2012 Sponsorship Form.doc
12-2012 MAMSS Membership Applictio
1st Quarter 2012_MAMSS Newletter.d
2_MAMSS 30th Annual Spring Confere



To link to a URL or a web page, follow the same instructions except select URL or web page. Selecting Web page will let you link to any other page that exists on the NAMSS website.

EDIT LINKS
This Module is configured to show dynamic Data.
Please use Modulesettings to change.
Title:
Link Type
URL (A Link To An External Resource)
Page (A Page On Your Site)
File (A File On Your Site)
User (A Member Of Your Site)
Location: (Enter The Address Of The Link)
http://
Link:
Select An Existing URL
Track Number

B) <u>Editing an Existing Link</u>

If you have a link that you just need to update, simply find the link title on your site and click the edit button to the left of the link:

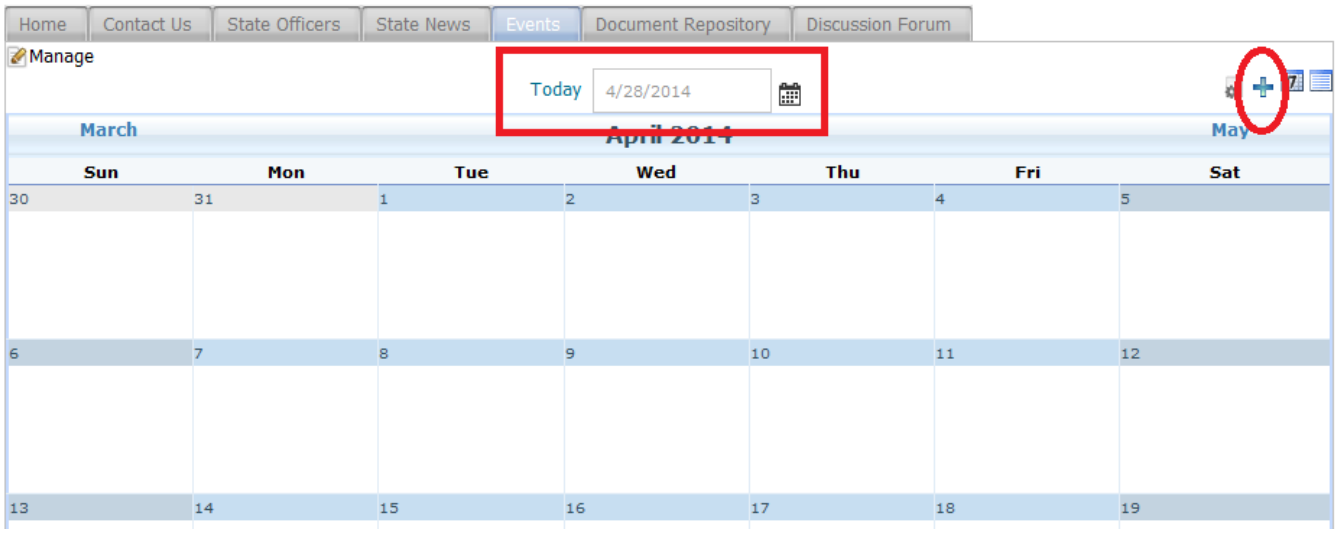
Home
Contact Us
State Officers
State News
Events
Manage
2014 Membership Roster (03-2014)
MN Uniform INITIAL Application 08-2011
MN Uniform INITIAL Application 08-2011 Form Fillable
MAMSS Initial Membership Application
MAMSS Policies & Procedures 6-2013
MN Uniform REAPPOINTMENT Application_Word
Reimbursement Form
MN Uniform PRACTITIONER CHANGE Form
MN Uniform REAPPOINTMENT Applic Form Fillable 8-2011
MAMSS Bylaws 2013 12-4
2013 04-10 MAMSS Board Meeting Minutes
2013 06-29 MAMSS Board Meeting Minutes
2013 02-06 MAMSS Board Meeting Minutes
2013 03-09 MAMSS Board Meeting Mintues
2013-07 MAMSS Region Map
2013 08-16 MAMSS Board Meeting Minutes

You will be directed into the same interface and will just need to select the new file/URL/web page you want the link to open to.

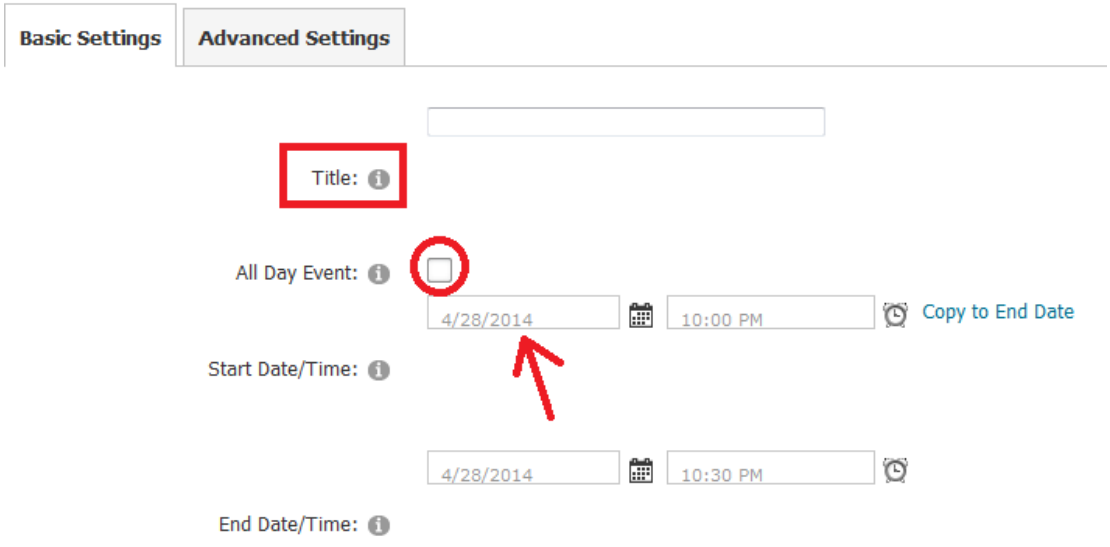
EVENT CALENDAR MODULE

The Event Calendar Module is useful to list your state's events in a calendar view. To add an event, follow these steps:

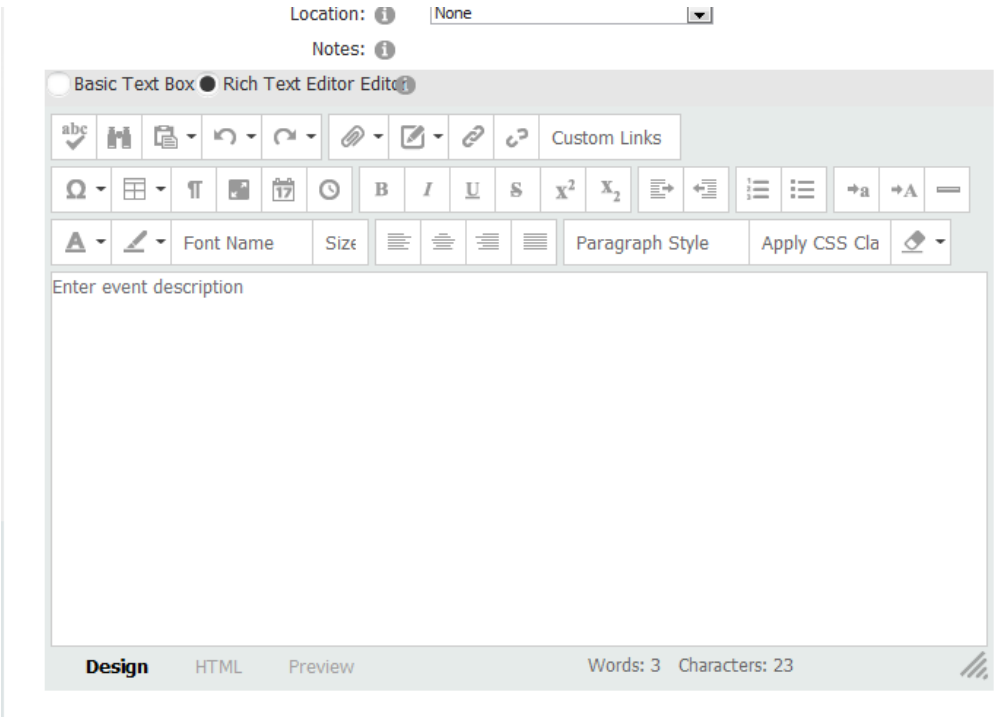
1. Enter the date you want to add an event and click the "Add Event" icon – It looks like a **+** button and is in the upper right



2. Add an event title and select the start and end date(s). You can also click "All Day Event" if you don't want to put a start/end time on the event. ***Note***: you can opt to choose "All Day Event" and enter a start/end time in the description.

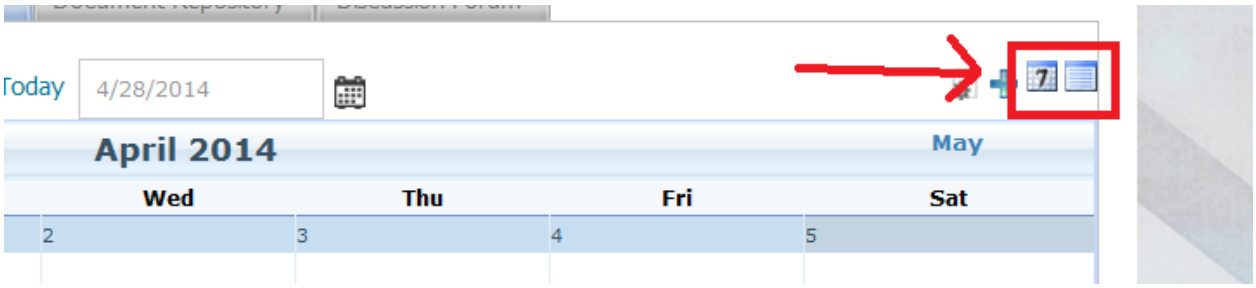


3. Enter the Event Description in the content pane. Common information to list is the location, contact information, and a link to a brochure or a website url for registration:



4. Don't worry about entering information into the smaller content pane below the main content pane with the header, "Summary"
5. Don't forget to click "Update"

You can also change the calendar view to "week" and "list" view using the buttons in the top right of the main calendar:



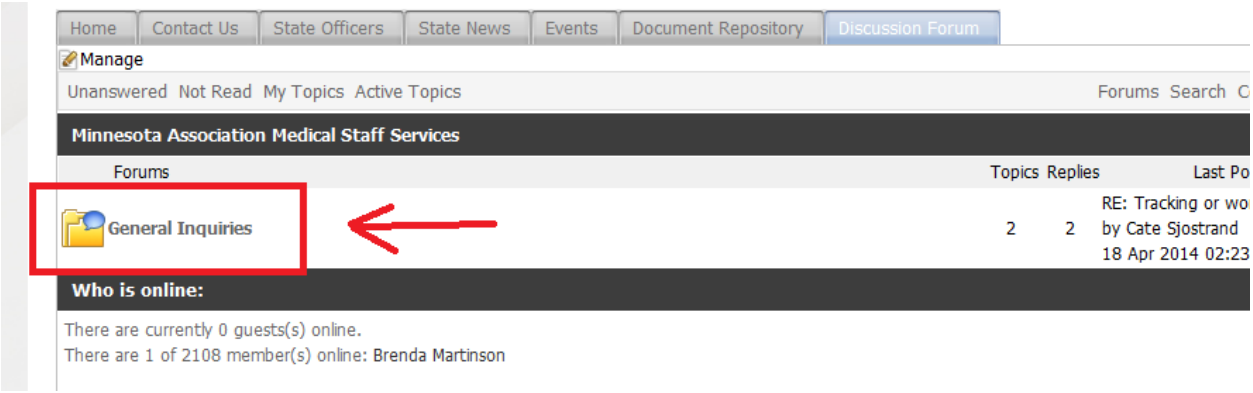
DISCUSSION FORUM MODULE

The Discussion Forum is a useful module and platform to allow your state members/users to converse and network. It is important to note though that the Discussion Forum is open to any user to use.

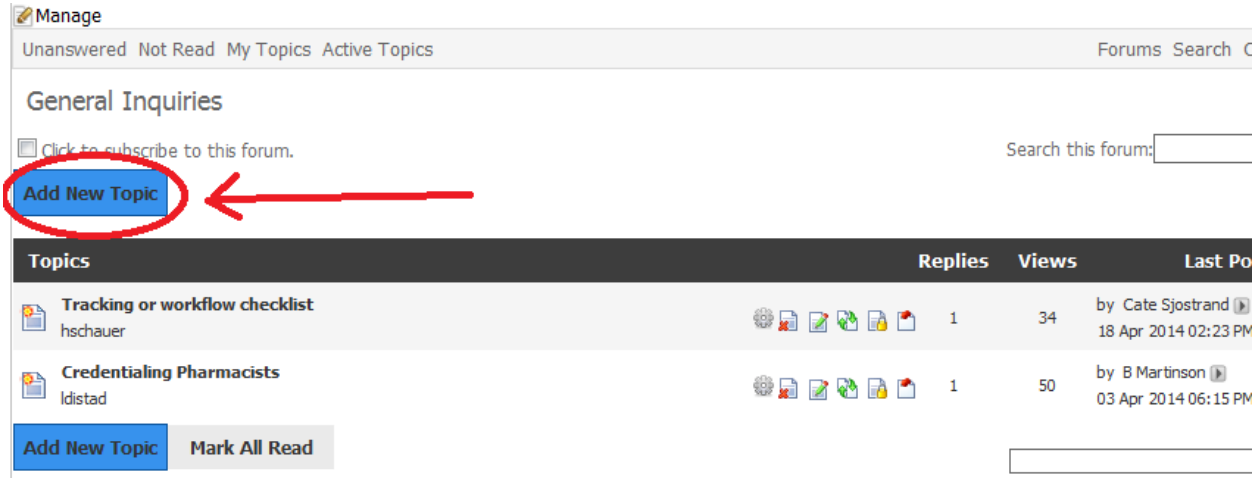
A) Posting Discussion Topics

To post or reply to a conversation, or read previous posts, follow these instructions:

1. Click the Folder that contains the topic of conversation you want to start. The number of folders for different buckets of conversation will vary per state. The example below only has one folder:

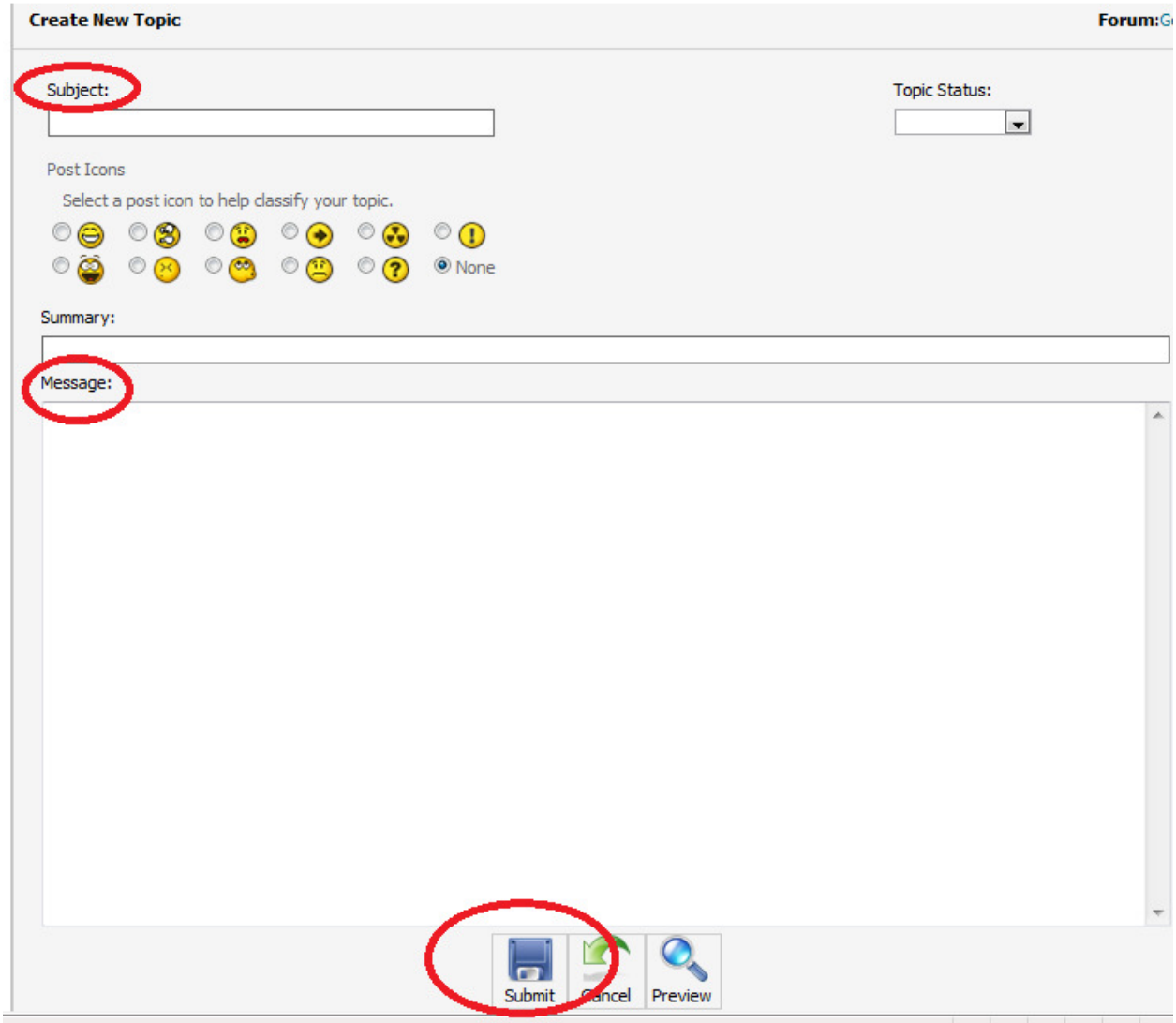


2. To add a new "Topic" (Kickoff a new Discussion/Ask a Question), click "Add New Topic"

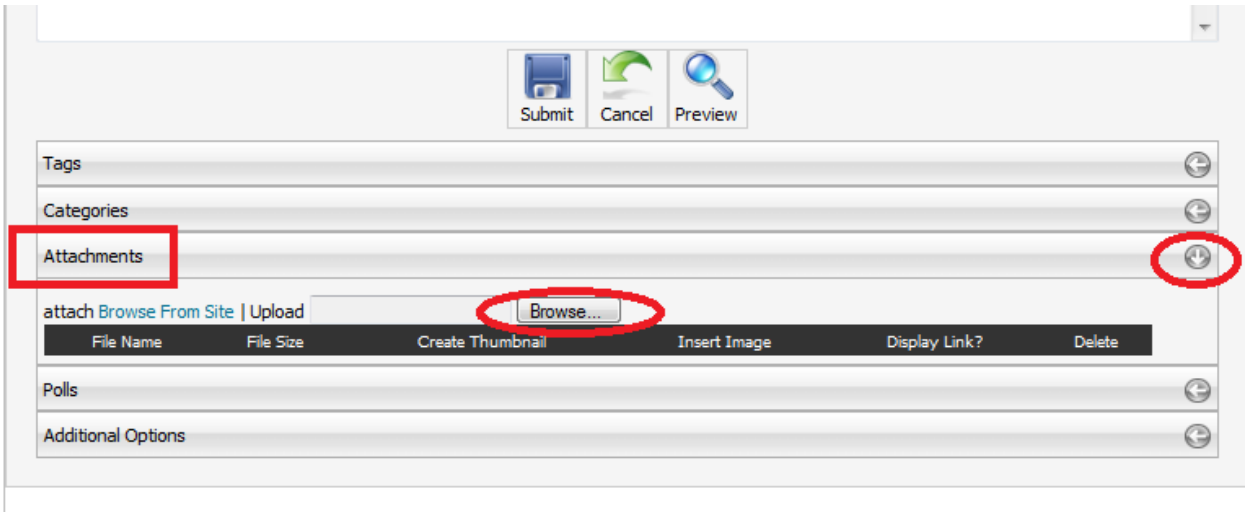


3. You'll be required to enter the Subject of your post (you can enter the question here) and it's recommended that you enter a full question or description of what you're looking for, and potentially contact information

in the Message. You do not need to put anything in the Summary. Click "Submit" when you're ready to post the Topic:

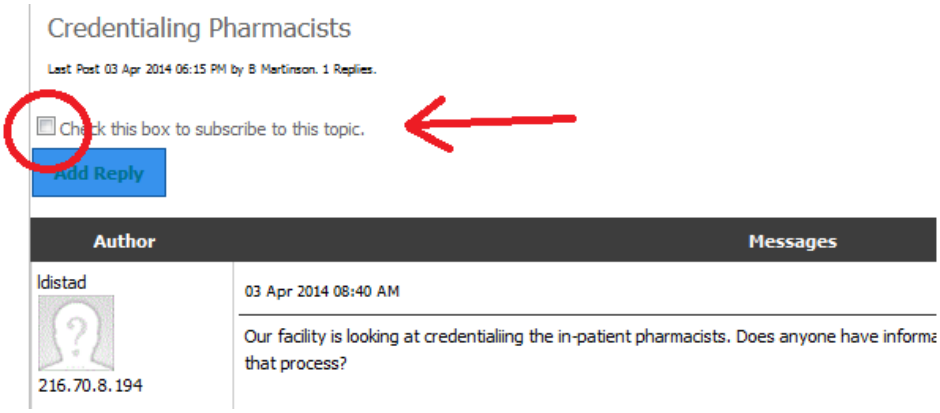


4. There are options below the Submit button to do things like attach files or crate polls.

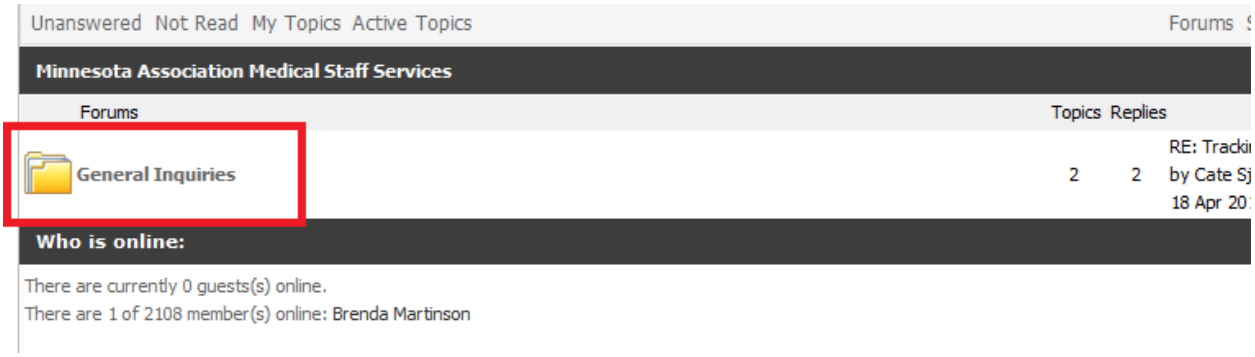


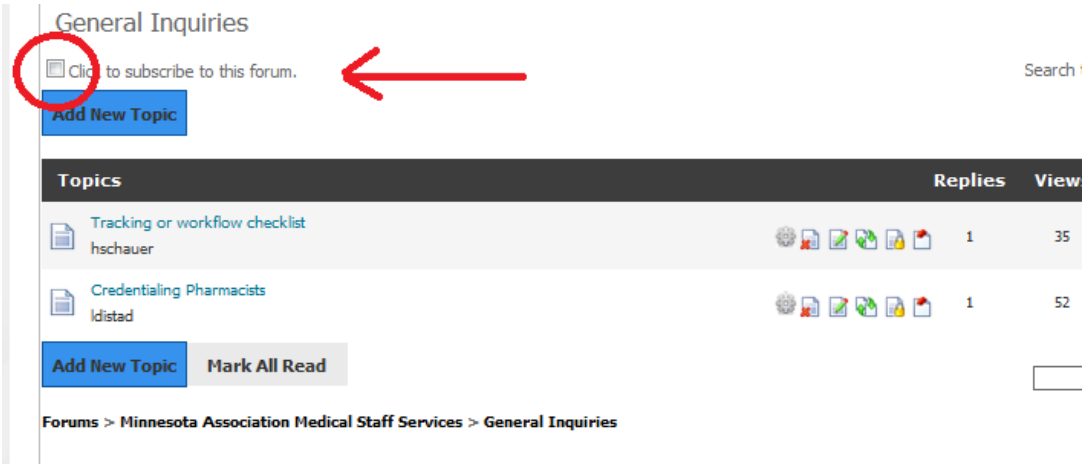
5. If you are posting a new/original discussion topic or question and have a user login with an email address attached to it, you will be alerted any time there is activity on your post. You may also subscribe to other topics of conversation the following two ways:

    a. Click into a pre-existing post. Then, once in the post, click the checkbox that says "Check this box to subscribe to this **topic**". **IMPORTANT**: This will only subscribe you to the activity alerts for this particular thread of conversation.


Credentialing Pharmacists
Last Post 03 Apr 2014 06:15 PM by B Martinson. 1 Replies.
Check this box to subscribe to this topic.
Add Reply
Author
Messages
ldistad
03 Apr 2014 08:40 AM
Our facility is looking at credentialiing the in-patient pharmacists. Does anyone have informa
that process?
216.70.8.194

b. You can also choose to subscribe to the entire folder full of discussions. Please note though, that you will receive alerts any time activity occurs on any post in the folder. This is helpful if you are trying to fully and thoroughly monitor activity. Simply go into the Forum Folder you want to folder and click the box that says "Click to subscribe to this **Forum**"

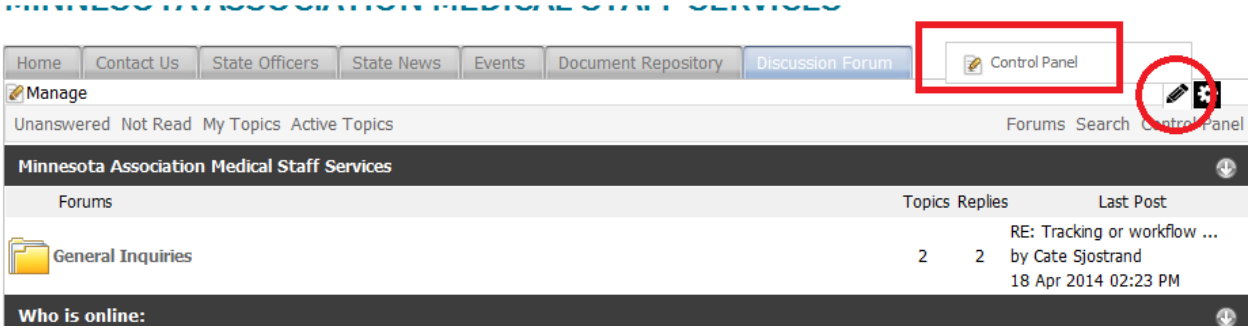




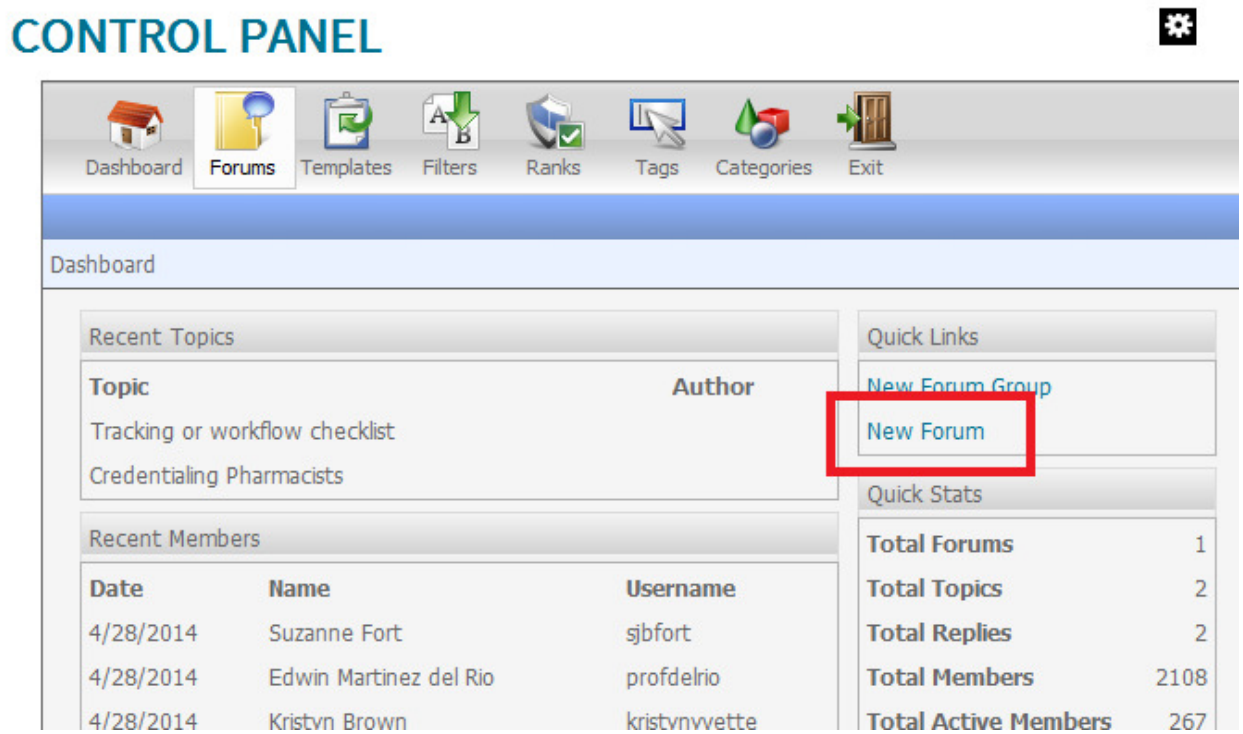
B) Adding a Forum Folder

If you need to add a new folder to your forum for new topics of discussion, follow these instructions:

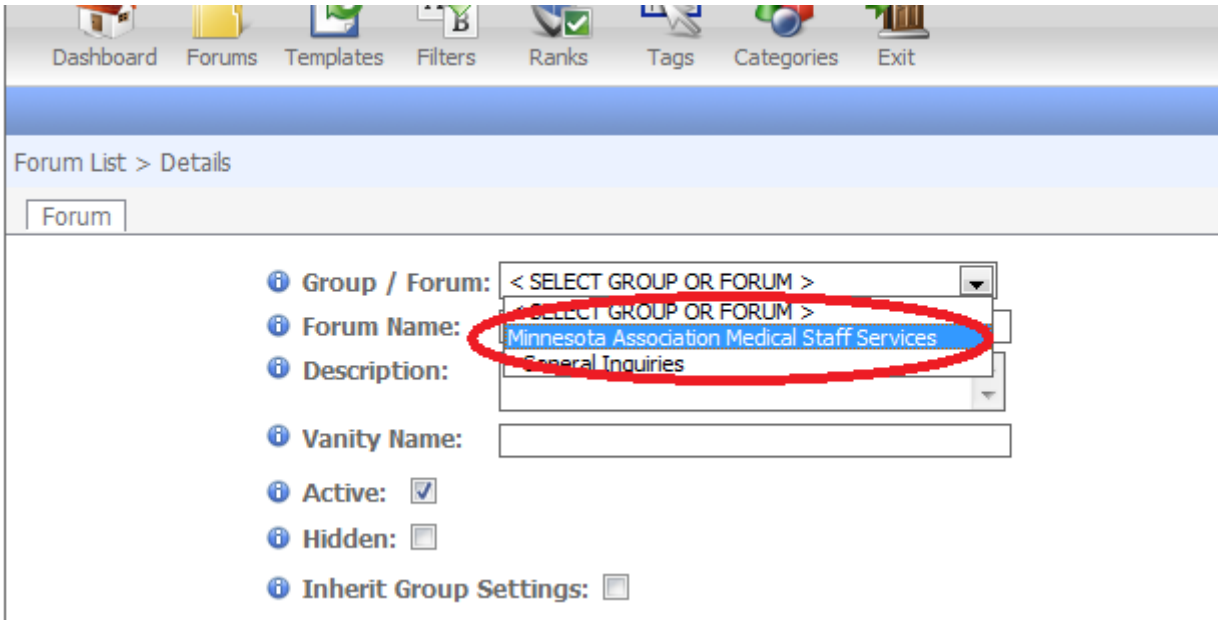
1. Click the Editing pencil icon and then click “Control Panel”



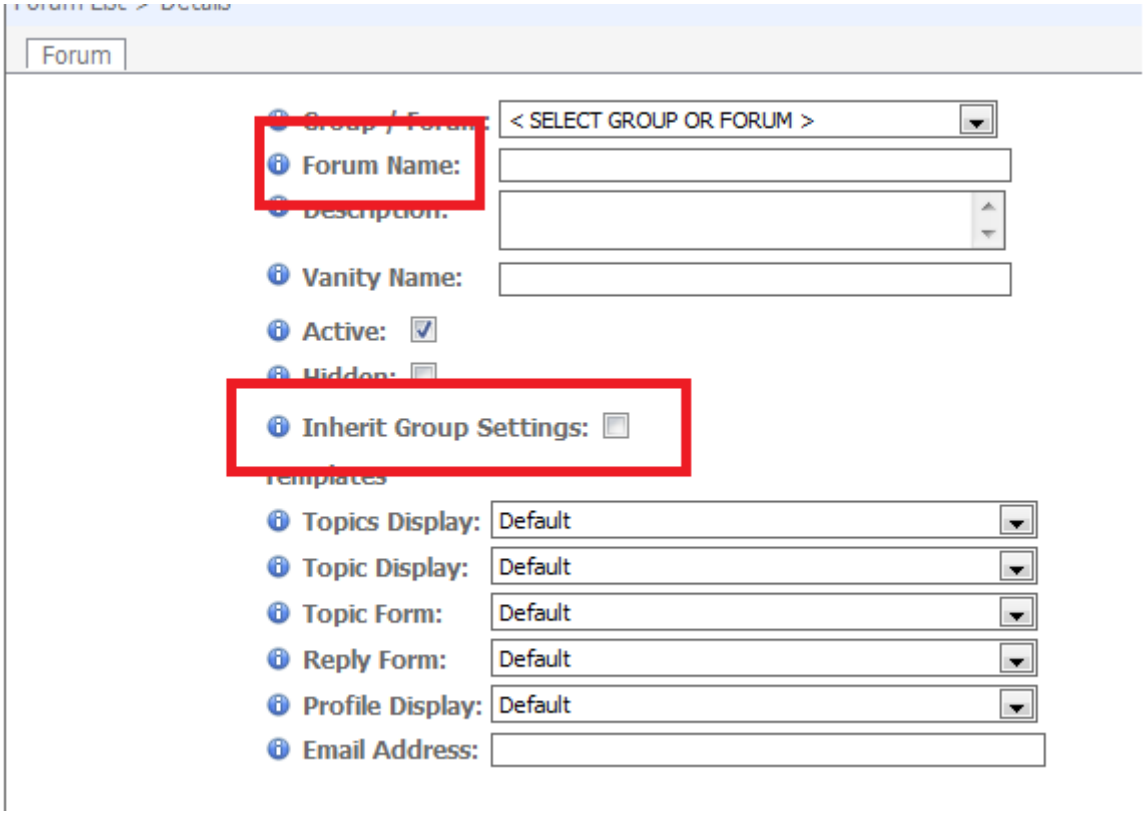
2. On the main Dashboard, click “New Forum”. Note – “New Forum Group” creates an entirely new section for folders. You generally won’t need to add an entirely new Group:



3. From the “Group/Forum” dropdown, select the main Forum Group that will be the “Parent” group for the new discussion folder you’re making. All of the other pre-existing folders will also be listed. You *may* choose to create a sub folder that lives under one of the main folders if you choose.



4. You will need to give the folder a name (like "Questions/Discussions About Accrediting Standards") and we strongly suggest checking "Inherit Group Settings". **IMPORTANT**: Not clicking that box will severely restrict your users from posting anything in that particular forum folder.



5. Don't forget to click "Save" at the bottom.